



Hardin County

Emergency Services District #2

228 Country Lane Drive
Lumberton, Texas 77657-0566
Sta. (409) 755-6031, FAX (409) 751-6237

President: Fritz Erbelding	Vice President: Robert Wood	Secretary: Israel Chapa	Treasurer: Susan Evans	Commissioner: Tommy Evans
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January 10, 2013

Position: Fire Chief

Position Type: Full-Time

Location: Lumberton, Texas

Compensation: \$75,000 – \$85,000

Position Description: Under general direction of the Hardin County Emergency Service District #2 Board, oversees and manages delivery of fire suppression, emergency medical services, rescue operations, hazardous materials responses, emergency management planning and public education programs. Oversees and supervises the Fire Marshal's Office for fire protection, alarm system plans review, approval and inspection of all commercial and multi-family structures. Supervises assigned department staff.

Essential Position Functions:

- Oversees daily operations, activities, programs and services of the District and Lumberton Fire and EMS Inc. employees.
- Manages large and moderate scale emergency operations and incidents.
- Interacts and consults with senior staff regarding overall management, staff motivation and morale.
- Interacts and consults with senior staff regarding policy development and implementation.
- Meets with individuals, community groups and leaders to determine needs and issues of the community.
- Elicits respect and trust through actions and leads by example.
- Complies with all written District and Lumberton Fire and EMS Inc. policies and procedures.
- Develops strategic long range plans to determine goals and objectives for the District.
- Develops budget plans, projections, and justifications for annual budget.
- Develops, oversees and implements new and innovative programs and services that emphasize creative problem solving.
- Monitors current expenditures to implement current goals and objectives for programs and services.
- Reviews and assigns staff resources as needed to achieve objectives of programs and services while monitoring safety and personnel issues.
- Conducts problem solving sessions with other personnel for internal personnel issues, investigations, and coordination of services to best meet department and community needs.
- Conducts ongoing observation and evaluation of activities, services, programs and personnel in order to assess performance, and evaluation of individual, unit and department strengths and weaknesses.
- Responds to and monitors the situation at the scene of emergencies, incidents, and accidents and responds to media inquiries.
- Researches equipment needs, specifications and costs.
- Prepares and monitors annual department budget projections, justification and presentation to the District.
- Prepares and approves purchase orders and bid specifications.
- Reviews proposed development and building plans with developers, builders, engineers and architects to develop strategies to meet all fire safety codes and monitors expansion of service provision.
- Attends District and City Council meetings to respond to officials and citizen concerns.
- Collaborate with the Lumberton Municipal Utility District and Hardin County to respond to issues of mutual concern.



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Other Important Duties:

- Prepares presentations, training, statistical analysis and management level reports as needed.
- Travels to respond to calls for service and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of administration management and oversight of a volunteer and ESD fire department.
- Knowledge of Federal, National, State and City Fire Codes and ordinances.
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems, emergency medical services and rescue operations.
- Knowledge of budget projection, development, management and justification practices and procedures.
- Knowledge of Emergency Services District and municipal policies and procedures affecting emergency services districts.
- Proficiency in the use of computers and related equipment, hardware and software for development and tracking of fire safety, sprinkler systems inspections, annual reviews, and noncompliance issues.
- Skill in effective oral and written communications.
- Skill in conducting inspections and investigations and enforcing fire codes and regulations.
- Skill in responding to and managing emergencies and incidents.
- Skill in planning, developing and implementing department procedures and objectives.
- Skill in effectively leading, supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Minimum Education, Experience and Certifications:

- 60 college hours in Fire Science, Public Administration, Business Administration or related field.
- Ten (10) years firefighting experience in municipal or emergency service departments and/or industrial facilities including five (5) years as a senior management or command level or equivalent combination of education and experience.
- Certification as Advanced Firefighter by the Texas Commission on Fire Protection or eligibility to achieve Head of Department status within twelve (12) months of employment.
- Certification as Fire Officer II, Instructor II, Fire Investigator and Fire Inspector by the Texas Commission on Fire Protection.
- Certification as Hazardous Materials Technician by the Texas Commission on Fire Protection.
- Certification as Incident Safety Officer and Wildland Firefighter - Basic by the TCFP, TEEX, TIFMAS or NFA.
- IS-100, IS-200, IS-700, IS-800 by the Emergency Management Institute.
- ICS-300 and ICS-400 by Texas Division of Emergency Management or TEEX.
- Texas Department of State Health Services EMT-Basic.
- Must possess State of Texas Class B Driver's License.



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Preferred Education, Experience and Certifications:

- Bachelor's Degree in Fire Science, Public Administration, Business Administration or related field.
- Certification as a Master Fire Fighter by the Department by the Texas Commission on Fire Protection.
- Certification as Instructor III by the Texas Commission on Fire Protection.
- Certification as Hazardous Materials Incident Commander by the Texas Commission on Fire Protection.
- Certification as Wildland Firefighter – Advanced or Firefighter - Master by the TCFP, TEEX, TIFMAS or NFA.
- Texas Department of State Health Services Paramedic .
- Texas Fire Officer Program certification (to be achieved within twelve (12) months of employment).
- Fire Service Executive Chief Officer certification (to be achieved within two (2) years of employment).

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and field environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to dangerous machinery, extreme weather conditions, hazardous chemicals and toxic substances, air and water borne pathogens, infectious diseases, and extreme heat.
- May be subject to wearing and functioning for extended periods in full protective clothing and self-contained breathing apparatus.
- May be subject to bending, reaching, kneeling, climbing ladders, operating firefighting equipment, walking over rough unstable terrain, entering burning and smoke filled buildings, and lifting and carrying individuals when responding to emergency rescues and fires.
- May be exposed to hostile, angry, or emotional citizens and business owners.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, mobile data computers, District equipment, radio communications equipment, thermal imaging cameras, District vehicle, etc.

Residency of the Successful Candidate:

The candidate who is employed shall establish permanent residence within the District within 180 days from the date of employment by the District.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Please email resumes to bkelly@lumbertonfirerescue.org or mail to Hardin County Emergency Service District #2, 228 Country Lane Drive, Lumberton, TX 77657